

## **Catawba County Emergency Medical Services Health Insurance Portability and Accountability Act Policy and Procedure**

### Notice

- Notice must be given to all patients treated by Catawba County EMS describing how medical information may be used, disclosed, and how they can access this information.
  - Catawba County EMS personnel must present to all patients a copy of the adopted “Notice of Privacy Policies” at the time of service.
  - Receipt of “Notice of Privacy Policies” should be acknowledged by the patient’s signature on the signature form portion of the patient care report.
  - A log of those patients that did not receive a “Notice of Privacy Policies” due to exigent circumstances will be maintained in the record custodian’s office.
    - A “Notice of Privacy Policies” will be mailed to these patients within a reasonable time period after service is rendered.
    - The records custodian must record the date the notice was mailed to the patient.